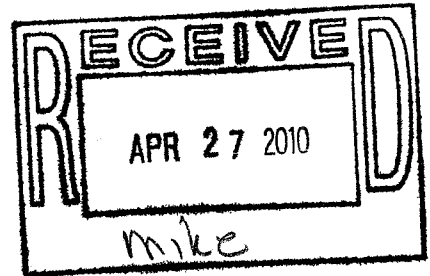


5/24/10  
15

The Volunteer Coordinating Committee met April 26, 2010 and interviewed Dean Caravetta for a position on the following Committees: Transportation Advisory, Comprehensive Community Planning and Economic Development Commission. He has met with the chairmen of these committees as well as various Selectmen as to the duties and time commitment required. Dean attends the Selectmen's meetings and is aware of the Town's issues.

He has moved back to Acton in 1009 and ran for Selectman this past election. Dean's would like to be a member of TAC as it is his main concern and education.

Jean Lane, VCC



# TOWN OF ACTON VOLUNTEER APPLICATION

Residents interested in serving on a Town Board, Committee, or Commission are requested to complete this form and forward it to the office of the Town Manager at the Acton Town Hall.  
(Please print or type)

Date: 4/20/10

Mr/Mrs. Ms/Dr. Last Name CAVARETTA First Name DEAN Middle Initial J.  
Street Address PO BOX 2461 (mailing) Home Phone 617-877-1714 Email dean.cavaretta@gmail.com  
ACTON, MA 01720

Please refer to the other side of this sheet and indicate below, in order of preference, the Board, Committee, or Commission,

which is of interest to you:

- 1) TAC (I've spoken to F. Osman and Lauren R)
- 2) CCPC (The Planning Board and I are meeting on 4/28)
- 3) EDC vacancy?

Have you been a member of a Board, Committee, or Commission previously (either in Acton or elsewhere)? If you have, please

list name(s) and dates (approx):

ATA, 1997-2000 - Appointed by the BOS to fill vacancy

Do you have any time restrictions? work day

How long have you lived in Acton? native in Massachusetts? life long resident

Are you a US citizen? yes

Present occupation and employer? (optional-attach resume) (see resume)

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? NO

Education or special training M.A./BS/PBTL (see resume)

Please list below any additional information or comments which may help in the matching of your interests with the most appropriate Board/Committee, such as a civic experience, special interest/hobbies, etc.:

(see resume)

RECEIVED  
APR 20 2010

TOWN CLERK, ACTON

## **BACKGROUND**

*Acton native, Dean Cavaretta holds a Master of Arts and Bachelor of Science Degree in Political Science from Northeastern University. On Tuesday, March 30, 2010 he completed a spirited campaign for Selectman where he narrowly lost a competitive 3 person race. (The town election was held during a declared state of emergency due to statewide flooding).*

*Earlier this spring, Cavaretta worked for the construction management firm, Keville Enterprises, Inc. as Public Outreach Manager and Project Liaison for MassDOT's \$3 billion Accelerated Bridge Program (ABP), assisting the Highway Division and expediting program elements for the legislatively mandated Project Controls Unit.*

*His management profile includes Smart Growth programs and policies; Project Delivery Reform; Community Affairs; and experience as a public school teacher. In 2007, as a full-time, graduate assistant at the former state Executive Office of Transportation, Mr. Cavaretta worked closely with the Programs Unit and later, with the Commissioner's office to accelerate state road and bridge projects. He developed policy recommendations and new benchmarks to track for comparative review against protracted project timelines. (The Performance Based Scorecard initiative was introduced by Governor Deval Patrick in April 2008).*

## **EXPERIENCE**

### **Public Outreach Consultant/Project Liaison, (September 2009 to March 2010)**

*Keville Enterprises, Inc., Boston, MA – Assigned to MassDOT's historic \$3 billion Accelerated Bridge Program (ABP). Responsibilities to the client included assisting both the Highway Division's Boston and District offices. Assisted with special assignments for the Project Controls Unit established to measure on-time and on-budget performance. Worked closely with the Secretary's Public Affairs Department and District Highway Director on communications and community affairs related to ABP projects and impacted communities. As part of the Secretary's five member Task Force, formulated and wrote an updated Civic Engagement Plan for the new, unified MassDOT after final passage of the 2009 Transportation Reform Law.*

### **Managing Partner, (2000-2002; 2007-2009)**

*DJC Consulting LLC, Concord, MA – To help finance teacher training and graduate studies, offered independent consulting services to New England businesses in the areas of project management, regulatory and government affairs. Clients have included firms in Financial Planning, Food Service, and Real Estate Development.*

### **Graduate Assistant – Planning and Public Works Programs, (September 2007-December 2007)**

*MA Executive Office of Transportation and Public Works (EOT), Boston, MA – Led efforts with Massachusetts Highway Department (MHD) senior staff to solicit and draft project delivery recommendations and internal management reforms. Collaborated with the construction, utility, and design consultant industries to change procedures; conducted a bottoms-up review with the personnel involved in project management to identify process delays, and investigated all stages of road and bridge projects in search of greater efficiencies. Attended briefings on Design-Build procurement and innovative construction methods; and educated stakeholders on*

the Commonwealth's federal funding process implemented in conjunction with the state's Metropolitan Planning Organizations (MPOs).

**Graduate Intern – Transportation Programs Office, (January 2007-June 2007)**

*MA EOT, Boston, MA* – Developed a case study on Smart Growth and the Transit Oriented Development program. Analyzed the Romney Administrations' policies and Gov. Patrick's transition plan; coordinated the National Transportation Institute's Conference on statewide transportation planning; represented the Secretary's office at the event with three state DOTs; and summarized EOT's transit and rail programs through project briefings for senior staff.

**Assistant to the Commissioner, (1999)**

*Massachusetts Highway Department, Commissioner's Office, Boston, MA* – In the spring of 1999, responded to public inquiries regarding projects across the state via the EOT and MHD websites. Coordinated with all five District offices to resolve citizen concerns.

**Project Manager, Right of Way Bureau, (1997-1998)**

*Massachusetts Highway Department, Boston, MA* – Supervised the property acquisition and relocation claims of citizens displaced by the reconstruction of I-90 and Route 146 in Worcester and Millbury. Administered the project's funding and represented MHD in its partnership with the City of Worcester's Relocation and Property Management Office.

**Commissioner, (1997-2000)**

*Acton Housing Authority, Acton, MA*

**TEACHING EXPERIENCE**

**Long Term Substitute Teacher and Assistant Freshman Football Coach, (2006-2008)**

*Concord-Carlisle Regional High School, Concord, MA*

**Social Studies Teacher, (2005-2006)**

*William Diamond Middle School, Lexington, MA*

**Student Teacher and Special Education Aid, (2004-2005)**

*Ashland High School, Ashland, MA*

**SAT Summer School Instructor (2005, 2006) and Assistant Varsity Football and Lacrosse Coach (1996, 1997, 1998)**

*Acton-Boxborough Regional High School, Acton, MA*

**OTHER PROFESSIONAL DATA**

- Master of Arts, Public Policy, *cum laude*, Northeastern University, Boston, MA, 2007  
Authored Paper: **The Future of Massachusetts Transportation**, supervised by faculty advisor and former Governor Michael S. Dukakis.
- Post Baccalaureate Teacher Licensure Program, Framingham State College, 2003-2004
- Candidate for the Massachusetts House of Representatives, 14<sup>th</sup> Middlesex District, (Acton, Boxborough, Concord) 1996, 1998, 1999